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Approved
Minutes of the Executive Committee of the Academic Senate
February 18, 2011; 9 a.m.
St. Mary's Hall Room 113B

Present: Corinne Daprano, George Doyle, Heidi Gauder, Judith Huacuja, Antonio Mari, Leno Pedrotti, Carolyn Roecker Phelps, Joseph Saliba, Andrea Seielstad, Katie Trempe, Rebecca Wells

Absent: Paul Benson

Guests: James Farrelly

Opening Meditation: Katie Trempe opened the meeting with meditation

Minutes: The minutes of the February 11, 2011 meeting were approved

Announcements

The call for nominations to the Faculty Maternity Review Panel and CAP Committees were sent out today by the UNRC. Please encourage faculty members who are interested in serving on these committees to self nominate or have someone nominate them for these important committees. Nominations will be accepted until February 23, 2011.

A. Mari announced that after checking with Fr. Joe Kozar, Fr. Joe is willing to serve, in an ex-officio role, as the Marianist representative to the CAP & Competencies Committee.

Old Business:

Review "Academic Dishonesty Form" L. Pedrotti asked whether SAPC should take the leadership role in proposing an Academic Dishonesty Form and policy instead of the APC or if the two Senate committees should be consulting with each other. J. Huacuja indicated that she would prefer having the APC take the leadership role on the proposed policy. In doing so the APC should clarify the process for moving forward with a policy; determine if additional information regarding academic dishonesty should be put on the form – such as the definition of academic dishonesty as contained in the faculty and student handbooks; add space for additional signatures on the form (i.e. instructor, department chair, Dean's office representative); as well as develop guidelines for where the form should reside once it is completed (such as the Dean's office).

L. Pedrotti indicated that the APC would like to consult with the Deans to see what forms and policies they may already have in place to handle academic dishonesty. Further, the APC would like to determine what preferences the Deans have regarding both the form and a university wide policy. A. Mari explained that the SAPC did send to ECAS last year a suggested Academic Dishonesty Form. He also explained that the form was deliberately brief so that it would not be overly burdensome for instructors to complete. Additionally, the SAPC had suggested that the

form reside in the Dean's office and that a copy be placed in the student's file in their respective department. This would allow advisors to have access to the form.

R. Wells asked if the form could be housed in an on-line format instead of hard copies in a number of different files and offices. L. Pedrotti acknowledged that the APC had considered on-line storage of the completed form but that at this point in the discussion issues of privacy still needed to be sorted out. APC members raised concerns about how to limit access to the completed form. C. Roecker Phelps raised the possibility of housing the documents in one central on-line location, such as Porches, with password protection so that, if needed, it would be easier to scrub the record and make the form more accessible to advisors.

New Business:

Senate Representation on Human Resources Advisory Board. R. Wells consulted with Joyce Carter regarding Senate representation on the HRAB. It was determined that there does need to be an ECAS representative on the HRAB but not necessarily the chair of FAC. Thus, there was a motion to accept G. Doyle, who is currently serving on the HRAB, as the ECAS representative (L. Pedrotti – motion; A. Seislstad – second). The motion was approved.

Election of part-time faculty senator J. Huacuja initiated a discussion of the need for an updated process for election of a part-time (PT) faculty senator. Elections Committee representatives Andrea Koziol and Elise Bernal communicated the following: The Provost Office is working with HR to create a list of PT faculty who are teaching this term. The Elections committee will e-mail all PT faculty (on behalf of Senate President) an invitation to serve on the academic senate. Any adjunct faculty members who are interested in running will send their information to Andrea Koziol, who will set up a ballot in Notes with their names on it, just as she does for all the other elections. Next year we will be using a different voting system (obviously, because we will no longer be using Lotus Notes). We'll run the part-time elections using the same process as we do for the full-time faculty.

J. Farrelly, who is a member of the Elections Committee, raised concerns regarding how to reach PT faculty to see if they would be interested in running for this senate position. There are over 300 PT faculty members and it would not make sense to put all those names on a ballot. The list will be narrowed down to those who respond to A. Koziol's call for nominations. J. Huacuja indicated that an email list of all PT faculty members would be provided to the Elections Committee by the Office of the Provost. C. Roecker Phelps suggested that generating interest in this senate position might best be done at the PT faculty orientation. J. Huacuja charged the Elections Committee to develop a report to ECAS indicating who should be a part of the list of PT faculty members for the preliminary ballot.

Election of Arts senator There was discussion regarding E. Bernal's (Institutional Researcher for Academics, Office of the Provost, and member of the University Elections Committee) proposal concerning the election of this dedicated position, which occurs every three years. The ballot for that position includes only Fine Arts faculty to ensure compliance with the AS constitution's requirement that at least one of the five Humanities representatives must be from the Fine

Arts. Since the representative from the Fine Arts serves as one of the five Humanities senators, all faculty from the Humanities have a vote in the election to fill this dedicated position.

Senate Updates to Faculty Handbook J. Huacuja discussed the need to update the Faculty Handbook after Senate documents have been approved. Prompted, in part, by a memo sent by Brad Duncan, J. Huacuja questioned how Senate approved language was inserted into the Faculty Handbook so that new and revised policies were updated in a timely manner. J. Farrelly indicated that approved Senate documents always take precedence over the text in the Faculty Handbook. Currently, the process for updating the Faculty Handbook is a cumbersome one and is the responsibility of the Office of the Provost. Provost Saliba indicated that the Faculty Handbook is updated every two years and that the Handbook, which is now on-line, should include active links to all relevant Senate documents. Several members of ECAS suggested that a statement be added to the on-line Handbook indicating that where differences exist between text in the Faculty Handbook and approved Senate documents, the Senate documents take precedence.

Senate Website – searchable format J. Huacuja discussed the accessibility of information posted to the Senate website. Many faculty have noted the need for a searchable format of senate documents. In a meeting with UDIT, Dean of Libraries, Associate Provost and Provost, it has been established that the Library can provide digital resources and student workers to digitize senate documents and senate minutes. By using the program D-Space (hosted via OhioLink), the Library can eventually provide levels for authentication and access to materials, as well as digital repository for institutional archives. The Office of the Provost has agreed to provide resources for these activities. Senate and UDIT will explore possiblitiy of creating a Porches channel dedicated to Senate news.

The meeting was adjourned at 9:50 AM.

Respectfully submitted by Corinne Daprano